



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ENVIRONMENTAL HEALTH PROG ADMINISTRATOR

Job Number: 20000831

Job Code: 33150V161016

Job Group: 3300 - HEALTH INSPECTION

Job Established: 09/16/2001

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plan, develop and administer an environmental/public health program. Review legislation and regulations to identify program target populations, purposes, requirements and funding. Supervises and coordinates the work of others; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree with a minor or twenty-four (24) semester hours in environmental health, biological science or physical science; OR, registration as a Kentucky Environmental Specialist/Sanitarian.

EXPERIENCE:

Must have four years of administrative experience in public/environmental health program, health care facility, community-based health care program, institutional health care program or any health program administration.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must be registered as an Environmental Health Specialist/Sanitarian under the provisions of KRS 223 within twelve (12) months of appointment. <http://www.lrc.state.ky.us/KRS/223-00/CHAPTER.HTM> Must maintain any required licensure(s), certification(s), or other credentials for the length of

employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, develops and administers a public/environmental health program. Reviews legislation and regulations to identify program target populations, purposes, requirements and funding. Develops and recommends program policies and procedures including reporting requirements and procedures, forms, spending allocations and other managerial prerogatives. Supervises and coordinates the work of others. Interviews potential program staff and makes staffing recommendations. Conducts training for staff in programmatic or procedural changes. Compiles or causes to be compiled, data reports and surveys to assess program effectiveness. Monitors program expenditures against the budget and provides interpretative information to superiors. Participates in on-site monitoring of service provision and deals with local, state and federal officials to resolve programmatic problems.

UNIQUE PHYSICAL REQUIREMENTS:

Some physical effort may be required in this position such as stooping, bending, crawling, climbing and some lifting of objects in excess of 50 lbs

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. However, travel will be required when making on-site visits and employees in this class will be exposed to the same environmental conditions as those in the regulated industries.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.